

In light of the current public health crisis and the Federal, State and County Emergency Declarations, and in accord with the provisions of Sec. 610.020, RSMo., the Board of Aldermen recognizes that it would be dangerous and impractical, if not impossible, for its meeting to be physically accessible to the public. The Board also recognizes the need for the public's business to be attended to in order to protect the public health, safety and welfare. In order to balance both the need for continuity of government and protection of the health and safety of our residents, businesspersons and employees, this meeting of the Board of Aldermen will not be open to public attendance in person. The meeting will be accessible by the public in real time ONLY by following the instructions in the box below.

You are invited to a Zoom webinar.

When: November 19, 2021, 3:00 PM Central Time (US and Canada)

Topic: BOA Strategic Discussion Session

Please click the link below to join the webinar

Please click this URL to join. <https://us02web.zoom.us/j/87652406799>

Or One tap mobile:

+13017158592,,87652406799# US (Washington DC)

+13126266799,,87652406799# US (Chicago)

Or join by phone:

Dial: US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782  
or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 876 5240 6799

International numbers available: <https://us02web.zoom.us/j/87652406799>

**Persons interested in making their views known on any matter on the agenda should send an email with their comments to the City Clerk at [jfrazier@claytonmo.gov](mailto:jfrazier@claytonmo.gov). All comments received will be distributed to the entire Board before the meeting.**

Thank you for your understanding and patience as we all try to get through these  
difficult and dangerous times.

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## **City of Clayton - Board of Aldermen**

**Friday, November 19, 2021**

### **Strategic Discussion Session**

**Virtual Zoom Meeting**

**3:00 p.m.**

### **AGENDA**

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1. Resolution - Supporting and Endorsing the COVID 19 Vaccination and Testing Policy. (Res. 2021-20)
2. Discussion on Traffic Calming.
3. Discussion on Fund Balance.
4. Discussion on the Council Chambers Wall (Portrait Replacement).

**The Board of Aldermen may also hold a closed meeting, with a closed vote and record, as authorized by Section 610.021(1), (2) and (3) Revised Statutes of Missouri, relating to legal issues, real estate and/or personnel, negotiation of a contract pursuant to Section 610.021(12) RSMO., and/or proprietary information pursuant to Section 610.021(15).**  
*Agenda topics may be added or deleted at any time prior to the Board of Aldermen meeting without further notice. To inquire about the status of agenda topics, call 290.8469. Individuals who require an accommodation (i.e., sign language, interpreter, listening devices, etc.) to participate in the meeting should contact the City Clerk at 290.8469 or Relay Missouri at 1.800.735.2966 (TDD) at least two working days prior to the meeting.*



City Manager  
10 N. Bemiston Avenue  
Clayton, MO 63105

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## REQUEST FOR BOARD ACTION

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**TO:** MAYOR HARRIS; BOARD OF ALDERMEN  
**FROM:** DAVID GIPSON, CITY MANAGER  
**DATE:** NOVEMBER 19, 2021  
**SUBJECT:** RESOLUTION- SUPPORTING ADOPTION AND IMPLEMENTATION OF A COVID-19 VACCINATION AND TESTING POLICY

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The City Manager intends to adopt a COVID-19 Vaccination and Testing Policy on November 19, 2021. The policy will become a section of the City of Clayton Personnel Policies and Procedures. The City of Clayton Personnel Policies and Procedures is an administrative document that is developed, updated, and approved under authority of the City Manager.

The attached Resolution affirms Board of Aldermen support and endorsement of the adoption and implementation of the COVID-19 Vaccination and Testing Policy.

**Recommended Actions:** To approve the attached Resolution supporting and endorsing the adoption and implementation of the COVID-19 Vaccination and Testing Policy

## RESOLUTION NO. 2021-20

### A RESOLUTION SUPPORTING AND ENDORSING THE ADOPTION AND IMPLEMENTATION OF A COVID-19 VACCINATION AND TESTING POLICY

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**WHEREAS**, the City of Clayton, Missouri has a duty to provide and maintain a workplace that is free of recognized hazards and desires to create policy to safeguard the health and well-being of employees and their families, our residents and visitors, others who spend time in our facilities, and the community from the risks associated with COVID-19; and

**WHEREAS**, COVID-19 is prevalent and a significant public health danger and risk to the workforce of Clayton; and

**WHEREAS**, the Centers for Disease Control and Prevention ("CDC") recommends getting a COVID-19 vaccine as soon as you can, wearing a mask in public that covers your nose and mouth to help protect yourself and others, staying six feet apart from others, avoiding crowds and poorly ventilated spaces, and washing your hands; and

**WHEREAS**, this policy is intended to comply with all federal, state and local laws, and is based upon guidance by the CDC and public health and licensing authorities; and

**WHEREAS**, government entities, local businesses, and other organizations have adopted vaccine, testing, and face covering mandates to help protect their workforce and public or patrons.

#### **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF CLAYTON, MISSOURI, AS FOLLOWS:**

Section 1. The Board of Aldermen hereby supports and endorses the adoption and implementation of the COVID-19 Vaccination and Testing Policy dated November 19, 2021 and attached hereto.

Section 2. This Resolution shall be in full force and effect both from and after its passage by the Board of Aldermen.

**Passed by the Board of Aldermen this 19<sup>th</sup> day of November 2021.**

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Mayor

Attest:

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City Clerk



**HUMAN RESOURCES OFFICE**  
**10 N. BEMISTON AVE**  
**CLAYTON, MO 63105**

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## **MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** HUMAN RESOURCES  
**SUBJECT:** COVID-19 VACCINATION AND TESTING POLICY  
**DATE:** NOVEMBER 19, 2021

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COVID-19 is an infectious disease that is caused by a type of coronavirus. In order to stop or slow the spread of COVID-19, the Centers for Disease Control and Prevention ("CDC") recommends getting a COVID-19 vaccine as soon as you can, wearing a mask in public that covers your nose and mouth to help protect yourself and others, staying six feet apart from others avoiding crowds and poorly ventilated spaces and washing your hands.

The City is adopting the policy set forth below to safeguard the health and well-being of employees and their families, residents and visitors and the community at large from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all federal, state and local laws, and is based upon guidance by the CDC and public health and licensing authorities, as applicable.

### **Policy**

Before January 4, 2022, all City employees must either:

1. Establish that they have received immunization (consisting of either: (a) two vaccine doses of a two-dose series Covid-19 vaccine, such as the Pfizer or Moderna vaccines; or (b) one vaccine dose of a single-dose COVID-19 vaccine such as Johnson & Johnson's Janssen vaccine, and any boosters that may be required to maintain immunization; or
2. Anyone not providing a valid vaccination record will be assumed to be unvaccinated and will submit regular weekly authorized negative testing and wear approved face masks while at work at all times.

Failure to comply with the requirements listed above will result in termination of employment.

To establish that they have received immunization, employees must provide proof of COVID-19 vaccination to the City. The City will assist employees in accessing immunizations at no cost to the employee.

The following documentation of vaccination is acceptable:

- (a) A copy of the record of immunization from a health care provider or pharmacy;
- (b) A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r);
- (c) A copy of medical records documenting the vaccination;
- (d) A copy of immunization records from a public health or State immunization information system; or
- (e) A copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of the health care provider or clinic site administering the vaccine.

Employees must certify that the documentation they are submitting is true and correct. Digital copies of the records are acceptable.

### **Confidentiality of Medical Information**

The City treats all COVID-19 related employee information, including vaccination status and testing records, as a confidential record and all reasonable precautions will be taken to prevent inappropriate disclosure of medical information according to applicable laws.

Employees are not being asked and should not provide any records that include any genetic information with either their proof of vaccination or request for accommodation. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, or the fact that an individual, or an individual's family member sought or received genetic services.

### **Testing Requirements**

Any employee who is assumed to be unvaccinated, must agree to wearing a mask covering both nose and mouth at all times during work hours and consent to provide a medically independent and valid, negative COVID-19 test at least every seven (7) days for full-time and part-time employees and every four (4) days for fire department employees working a 28-day cycle. Do-it-yourself at-home and/or City-owned rapid tests will not be accepted. The test must be a SARS-CoV-2 viral test nucleic acid amplification test [NAAT] (including Polymerase Chain Reaction (PCR) Tests), or Antigen Test (including Rapid Antigen tests), which must be approved by the FDA and administered by a licensed health care provider.

Employees must test on their own time, select their own testing location, and are responsible for payment if there is a charge for the test. Employees will submit the test result to their direct supervisor when reporting for duty. The direct supervisor will timely submit the test result to HR for tracking and record retention.

Employees who fail to provide timely documentation of a negative test result may not return to work until a negative test result can be provided. Employees will be placed on unpaid leave and are prohibited from using accrued leave. HR will follow up with employees who do not have vaccination on record or negative tests on file. Employees not in compliance will be subject to discipline up to and including termination. Employees testing positive will follow City reporting protocols for incident reporting and use Pandemic and/or accrued leave until able to return to work.

### **Acknowledgment of Receipt and Understanding**

By signing below, I represent that I received a copy of the City's COVID-19 Vaccination and Testing Policy. I understand that it is my responsibility to read, understand, and comply with the City's COVID-19 Vaccination and Testing Policy.

I further understand that failure to comply with the City's COVID-19 Vaccination and Testing Policy will result in disciplinary action, up to and including termination of my employment.

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Employee's Name (printed)

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Signature

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Date



## **Traffic Calming Program**

**November 19, 2021**

### **1. Purpose**

Establish a process that considers public input, education, data, and traffic calming techniques to maintain maximum mobility and access for all users of the streets in residential areas and generally reduce the negative impacts of motor vehicles. Users include, but are not limited to pedestrians, cyclists, motorists, transit, and emergency service vehicles.

### **2. Criteria**

There are many factors that are important to consider when evaluating a location for potential traffic calming measures which can include, but are not limited to pavement width, traffic volume, posted speed limit, measured speeds, and roadway classification. To be considered for installation of traffic calming measures under this program, streets should meet the following criteria at a minimum:

- a) Primarily a residential street with a two-lane pavement width of 26' or more
- b) Posted speed limit of 25mph or less
- c) Average Daily Traffic (ADT) between 300-2000 vehicles per day
- d) Speed study shows 85<sup>th</sup>% speed is >5mph beyond posted speed limit
- e) Not be classified as an arterial, major collector, or primary emergency response route\*

\* Emergency response routes include Bonhomme Ave, Brentwood Blvd, Carondelet Ave, Forsyth Blvd, N Bemiston Ave (10 block), N Central Ave (10 block), N Meramec Ave, S Bemiston (10-200 blocks), S Central (10-200 blocks), S Meramec (10-200 blocks), Wydown Blvd

Each circumstance is unique and there is no one size fits all approach to speed and volume management. While this program provides opportunities for community input at various stages, the City shall have final authority to determine the appropriate traffic calming measures, if any, to install at a particular location. If at any point the City, at its sole discretion, determines the traffic control measures are not warranted, not effective, or pose a detriment to the City or first responders, the City may refrain from installing or may remove such traffic calming measures. This program is intended address traffic calming installations initiated by the public. This program does not prevent the City from implementing traffic calming measures as part of a new development, City project, or as a stand-alone project.

### **3. Process**

This program has three progressive stages that involve varying levels of evaluation, enforcement, and traffic calming. The process shall be initiated by a resident that lives on the block where the traffic calming is being requested. Stage 1 may be initiated by contacting the Police Department or Public Works Department to notify them of the concern. To progress to stage 2 or 3 the resident shall submit the attached "Traffic Calming Program Request Form" to City of Clayton. This form will be distributed to



Public Works, Police, and Fire for review. It will also be shared with City administration and the elected officials of the subject ward.

Stage 1 – Resident Concern (individual or group), no petition.

Goal is to increase awareness and education of drivers. Activities may include, but are not limited to;

- a) Increased enforcement of posted speed limits
- b) Installation of temporary speed trailer/signs
- c) Public service announcement or outreach targeted at neighborhood
- d) Notify resident of Traffic Calming Program
- e) Suggest resident notify HOA trustees and place on agenda for discussion amongst neighborhood if they wish to proceed to progress to further stages.

Stage 2 – Resident Petition (51% within 500') and HOA support letter (if applicable)

Initiated by submitting a completed "Traffic Calming Request Form" along with a petition of 51% of households within 500' radius. It is recommended that this item is placed on a HOA meeting agenda (if applicable) for discussion to determine resident support prior to submitting the "Traffic Calming Request Form" and petition to the City.

Goal is to collect input and data that can be used to evaluate the area for further traffic management activities. Activities may include, but are not limited to;

- a) Enhanced enforcement of posted speed limits
- b) City staff review site condition and discuss concerns with residents/HOA
- c) Speed/volume study (includes installation of traffic counters for data collection)
- d) Evaluation of crash data
- e) Evaluate against qualifying criteria in Section 2
- f) City staff shares findings of study with residents/HOA
- g) Consideration of low-cost temporary measures for evaluation prior to permanent installations (3-6 months for initial evaluation)
- h) If speeds or volumes fall to acceptable levels with any traffic management activities listed above, staff may determine that this location will not proceed to Stage 3 and will be placed on a list for periodic traffic management activities.

Stage 3 – Resident Petition (67% within 1000' or "Affected Area") and HOA support letter (if applicable)

Initiated by submitting a completed "Traffic Calming Request Form" along with a petition of 67% of households within 1000' radius or the "Affected Area". The "Affected Area" is determined by City staff and identifies the households that may use the subject route as their primary access route and may be impacted by installation of traffic calming measures. As the "Affected Area" can be unique, it is recommended that the applicant contact the Clayton Public Works

Department to determine the “Affected Area” prior to application submission so that the applicant is aware of the petition requirements.

Goal is to determine if and what measures are to be installed to further manage traffic. Activities may include, but are not limited to;

- a) City determines/revises “Affected Area” as needed
- b) City staff meets with residents/HOA to discuss potential traffic calming measures
- c) City staff or traffic consultant reviews data from Stage 2, considers input from residents/HOA, and proposes appropriate traffic calming measures
- d) The Police Department, Fire Department, and other affected departments provide feedback/approval on traffic calming measures under consideration.
- e) Preliminary design and cost estimate prepared by City or traffic consultant for potential traffic calming measure(s) identified by City staff.
- f) City conducts survey of “Affected Area” (1 vote per household). A 67% vote in favor of a traffic calming measure is required for approval to be become a “Neighborhood Preferred Project”.
- g) Once a “Neighborhood Preferred Project” is identified a source of funding will need to be identified before implementation can take place.
- h) Traffic calming measure is considered by Board of Aldermen for approval.

#### **4. Implementation**

Once a “Neighborhood Preferred Project” is identified and approved by the Board of Aldermen, it is eligible to move to the implementation phase. Implementation actions can include securing funding, preparing the final engineering design, and constructing or installing the traffic calming measures. Project funding and timing are subject to budget appropriation and available resources. Projects may be placed on a waiting list until funds are available.

#### **5. Evaluation**

City staff will conduct a study of the project area 6-18 months after project completion to determine the effectiveness of the installed traffic calming measure. The study should be performed as close as possible to the same time of year as the initial study, school schedules, weather, and other factors will be considered. Traffic and speed data will be recorded for comparison and shared in an update to the City Manager. This update should also include any new relevant accident data.

#### **6. Requests for Removal**

Two years or greater from the date of installation, and following City evaluation, residents may submit a “Traffic Calming Program Request Form” and petition of at least 51% of “Affected Area” to have the permanent traffic calming measures removed. City staff will review the application, verify the petition, and notify the applicant if the “Affected Area” has changed. The City will conduct a vote of the “Affected Area” (1 vote per household) to determine if the traffic calming measure should be removed. A 67% vote in favor of removal is required. As a standard of practice, future traffic calming requests will not be

considered in an area where traffic calming devices were removed unless otherwise directed by the City Manager or Board of Aldermen.

## **7. Traffic Calming Measures**

Traffic calming measures are typically physical measure installed in the right of way to manage speed or volume of traffic. Although most traffic calming measures have some effect on both volume and speed, they are usually classified according to their dominant effect. Measures that manage speed typically do so by creating vertical deflections, horizontal shifts, and road narrowing. Measures designed to manage volume are diverters, half closures, full closures, and median barriers. Generally, the city would not desire to close or permanently prohibit movements on streets.

While each situation is unique and will require individual evaluation, attached Exhibit A has some standard traffic calming measures that may be appropriate for use within Clayton under this program. The City may consider other traffic calming measures not listed in Exhibit A to address speed and volume concerns. All installed measures are subject to approval by the Board of Aldermen.

The descriptions and costs provided in Exhibit A are from the Federal Highway Administration (FHWA). The estimated costs include design, materials and construction, but not right of way costs. Temporary or lower-cost implementation to achieve the desired results will be evaluated for use where possible. Exhibit A also contains information on commonly requested items which are not traffic control devices.

## Traffic Calming Measures

Exhibit A

### 1. Targeted Speed Limit Enforcement

The City can provide targeted speed limit enforcement in response to citizen concerns. This is generally a low-cost option that can be quickly deployed and does not slow emergency vehicles. This measure typically only provides a temporary benefit, since speed limit enforcement typically is not performed on a regular, on-going basis.



### 2. Radar Trailer/Sign Placement

A radar trailer/sign is a temporary device that measures an approaching vehicle's speed and displays it next to the posted speed limit. This can serve as a reminder to the driver of both the vehicle's speed and the posted speed limit. In order to be most effective, the placement of the trailer/sign should be in the clear view of the oncoming driver's line of sight. These trailers/sign can be placed on a roadway for a limited amount of time and then relocated to another roadway, allowing a single trailer/sign to be effective in many locations. Like targeted speed limit enforcement, the placement of a radar trailer/sign provides a temporary benefit for reduction of vehicular speeds; speeds tend to increase after the trailer/sign is moved.



### 3. Public Service Announcements/Neighborhood Outreach

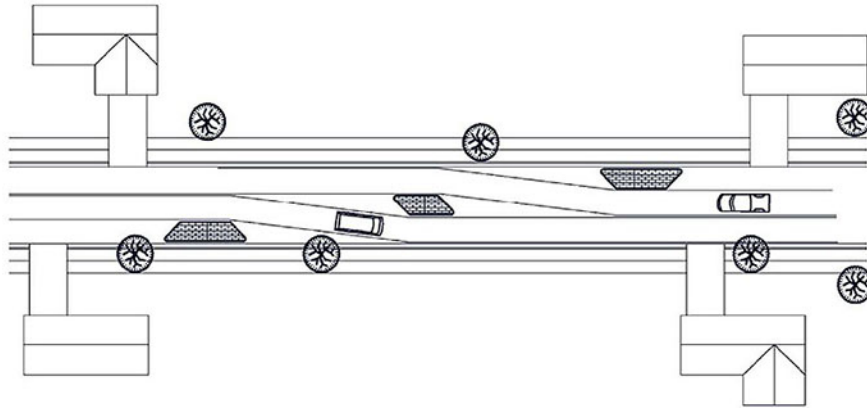
Many times, the people speeding in the residential area are the people that live in the area. The City can utilize various communications channels and contacts for the associated homeowner's association to notify residents of the concerns in an effort to gain compliance.

## 4. Horizontal Deflections

### a) **Lateral Shift**

A lateral shift is a realignment of an otherwise straight street that causes travel lanes to shift in one direction. The primary purpose of a lateral shift is to reduce motor vehicle speed along the street.

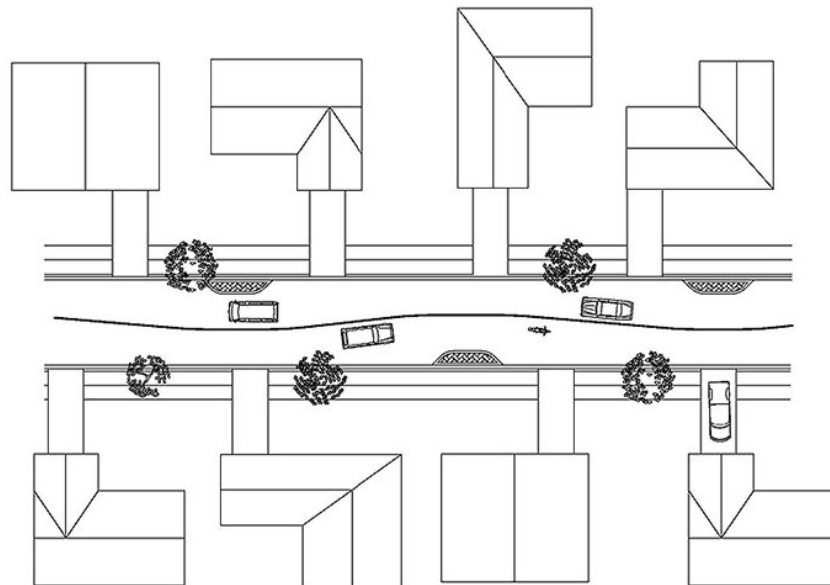
Est. Cost - \$6,000-\$15,000



### b) **Chicane**

A chicane is a series of alternating curves or lane shifts that are located in a position to force a motorist to steer back and forth out of a straight travel path. The curvilinear path is intended to reduce the speed at which a motorist is comfortable travelling through the feature. The lower speed could in turn result in a traffic volume reduction.

Est. Cost - \$8,000-\$10,000 typical, up to \$25,000



**c) Traffic Circle**

A traffic circle is a raised island, placed within an unsignalized intersection, around which traffic circulates. A circle forces a motorist to use reduced speed when entering and passing through an intersection, whether the vehicle path is straight through or involves a turn onto an intersecting street.

Est. Cost - \$10,000-\$25,000



**d) Small Roundabout**

A small modern roundabout and mini-roundabout is a raised island, placed within an unsignalized intersection, around which traffic circulates. The center island forces a motorist to use reduced speed when entering and passing through an intersection, whether the vehicle path is straight through or involves a turn onto an intersecting street. It is also expected to reduce the number of angle and turning collisions.

Est. Cost - \$15,000-\$60,000





## 5. Vertical Deflections

### a) **Speed Table**

A speed table is a raised area placed across the roadway designed to physically limit the speed at which a vehicle can traverse it.

Est. Cost - \$2,500-\$8,000

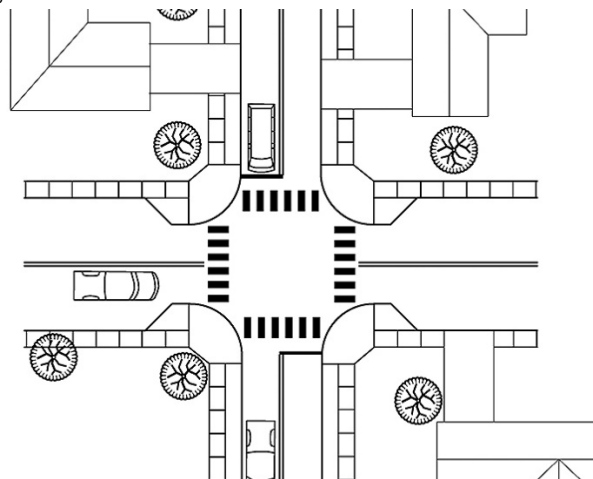


## 6. Street Width Reduction

### a) **Corner Extension/Bump Out**

A curb extension is a horizontal extension of the sidewalk into the street resulting in a narrower roadway section. Its primary purpose is to "pedestrianize" an intersection. A corner extension (with a reduced corner radius) slows automobile turning speeds, shortens pedestrian crossing distance, and increases pedestrian visibility.

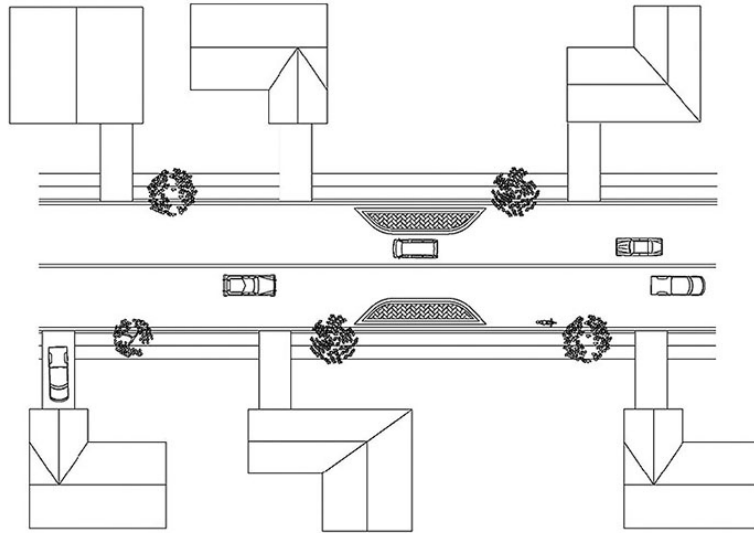
Est. Cost - \$8,000-\$40,000



**b) Choker**

A choker is the narrowing of a roadway through the use of curb extensions or roadside islands. It can be created by a pair of curb extensions at a midblock location that narrows the street by widening the sidewalk or tree lawn at that location. A choker can also be created using roadside islands. This narrowing is intended to discourage motorist speeding and to reduce vehicle speeds in general.

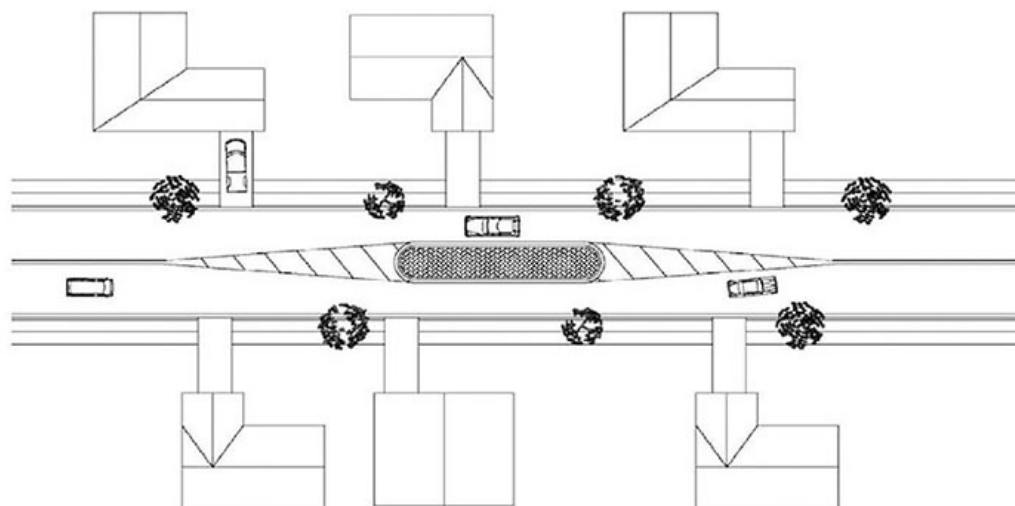
Est. Cost - \$10,000-\$25,000



**c) Median Island**

A median island narrowing is a raised island located along the street centerline that narrows the travel lanes at that location. The visual appearance of narrowed lanes encourages a motorist to slow.

Est. Cost - \$15,000-\$50,000





**d) On-Street Parking**

On-street parking can effectively narrow the roadway travel lanes by adding side friction to the traffic flow. Whether on-street parking can be an appropriate traffic calming measure is a direct function of its actual or potential usage (i.e., parking demand). For the presence of on-street parking to be an effective and safe traffic calming measure, it must be occupied with parked vehicles during the time when traffic calming is desired.

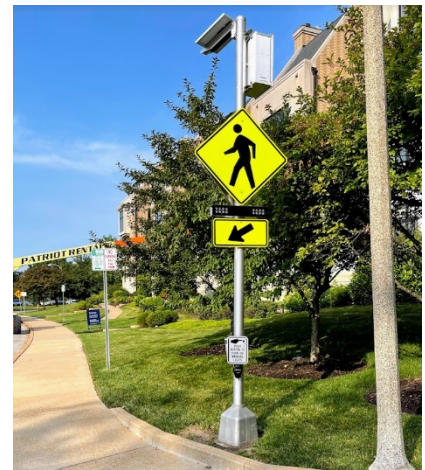
Est. Cost – minimal

## 7. Signalization

**a) Rectangular Rapid Flash Beacon (RRFB)**

Rectangular rapid flashing beacons are highly visible warning signs, using flashing yellow LED lights to supplement standard pedestrian crossing warning signs at mid-block and unsignalized crossing locations where driver compliance is low. Typically user-activated, they promote increased yield rates and improved pedestrian safety. This measure is typically implemented at high volume pedestrian intersections.

Est. Cost - \$10,000 per crossing



## 8. Not Traffic Control Measures

The following are items that are not traffic calming measures and will not be considered as part of this program.

**a) STOP sign**

Studies show that unjustified STOP signs reduce speed near the signs but increase speeds along the roadway immediately after the signs. This is caused by motorists “making up for lost time”. Inappropriate STOP signs also increase air pollution, waste fuel, and create more traffic noise. When confronted with unreasonable and unnecessary restrictions (such as inappropriate STOP signs), motorists are more likely to violate them and develop contempt for all traffic signs.



**b) CHILDREN AT PLAY sign**

Studies have shown that many signs in residential areas, which are installed to “warn” people of normal conditions, fail to improve safety. Warning signs can be effective tools if used sparingly and only to warn motorists of uncommon hazards that are not apparent to drivers. CHILDREN AT PLAY signs can give parents a false sense of security since drivers often disregard these signs. Since children live on nearly every residential block, CHILDREN AT PLAY signs would need to be placed on every roadway. Residential blocks with no signs might imply that no children live there, so it is acceptable to exceed the posted speed limit. The Manual on Uniform Traffic Control Devices (MUTCD) no longer identifies these as approved signs.



**c) SPEED LIMIT sign**

The posted speed limits for roadways are typically established based upon recognized engineering criteria related to the roadway design. For this reason, additional signage and/or adjusting the posted speed limit of a roadway are not considered to be traffic calming measures.



**d) Rumble Strips**

These measures are raised pavement sections that can be closely spaced along a roadway at regular intervals. As the motorist travels over the rumble strips, the vehicle experiences both noise and vibration to alert the motorist. They are typically installed along freeways and higher speed roadways to alert motorists that may begin to veer from the travel lane to the shoulder. Rumble strips can also be installed across the travel lane itself when unusual conditions exist ahead. Rumble strips should not be used as traffic calming measures. These measures become less effective over time as the motorists grow accustomed to them. Rumble strips also increase noise levels for nearby residents and commonly require additional maintenance.



**e) Speed Bumps**

Speed bumps are vertical obstructions often found in privately-owned parking lots (shopping centers, schools, churches, parks, etc). Speed bumps typically measure between three (3) and four (4) inches in height and twelve (12) inches in length, and are often designed for a design speed that is much lower than a typical posted speed limit along a public roadway. Traffic calming measures should be designed and implemented with the purpose that vehicles



will be able to comfortably travel at the posted speed limit. In contrast, speed bumps require vehicles to travel much slower to attain a comfortable travel speed. Speed bumps can also lead to traffic using an alternate route which creates a problem at another location. Emergency service vehicles can experience delays and damage to equipment due to speed bumps. In summary, speed bumps should not be installed on public roads and are not considered to be a traffic calming measure.



## Traffic Calming Program Request Form

Exhibit B

### Request Type

☐ Installation of traffic calming measure      ☐ Removal of traffic calming measure

### Applicant

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_, Clayton, MO 63105

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Location

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### Description of Concern (speeding, etc...)

Please describe the area in your neighborhood where your concern is most evident. List specific streets, blocks, or intersections.

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Which day(s) of the week do these concerns seem most noticeable? What time(s) of day?

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Is there any other information you would like the City of Clayton to be aware of or consider?

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## Traffic Calming Program Petition

Exhibit C

The undersigned agree to the following:

All persons signing this petition do hereby certify that they reside within the affected area, which is hereby defined as:

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All persons signing this petition do hereby agree of the following problem in the defined affected area:

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All persons signing this petition do hereby agree that the following contact person(s) represent the neighborhood as a facilitator(s) between the neighborhood residents and the City of Clayton staff in matters related to traffic calming at the location above:

	Name	Address	Phone	Email
1				
2				
3				

All installation of traffic control measures is subject to approval by the Board of Aldermen.



## Traffic Calming Program Petition

See page first page of petition for petition information. One signature per household.

	Name	Address	Phone	Email	Signature	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

# Fund Balance Discussion

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BOARD OF ALDERMEN

FRIDAY, NOVEMBER 19, 2021

# Fund Balance

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Fund balance is essentially the difference between assets and liabilities. In general, it is **the balance remaining after the assets have been used to satisfy the outstanding liabilities**.

This amount carries over from one fiscal year to the next.



# Fund Balance Policy

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## City of Clayton Reserve Policy

*The City will maintain an unassigned fund balance in the General Fund equivalent to 25% of projected annual expenditures, with a goal of 33% of annual expenditures.*

### What is unassigned fund balance (reserves)?

- Remaining amount in a single fund at the end of the fiscal year, less commitments and restrictions.

### How are reserves used?

- Used when expenditures exceed revenues on an annual basis.
- Helps maintain an adequate level of financial resources to guard against service disruption in the event of temporary revenue shortfalls or unpredicted one-time expenditures.
- Allows for cash flow during the seasonality of revenue/ expenditures.
- Allows time to evaluate and plan substantial changes.

# GFOA Minimum Standard

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The minimum recommended unrestricted fund balance, per GFOA, is equal to 2 months of expenditures.

For Clayton, 2 months of expenditures equates to \$4,758,260.

The unassigned fund balance at the end of FY20 was \$17,105,672.

\$4,758,260 represents 27.8% of the last reported unassigned fund balance.

**Fund Balances (Deficit)**

## Nonspendable:

Inventory 6,176

Advances —

Prepaid items 1,441,049

## Restricted for:

Capital projects —

Economic development —

Debt service —

Public safety —

Sewer lateral —

## Committed for:

Capital projects —

## Assigned to:

General government 103,573

Parks and recreation 3,475

Public works 141,788

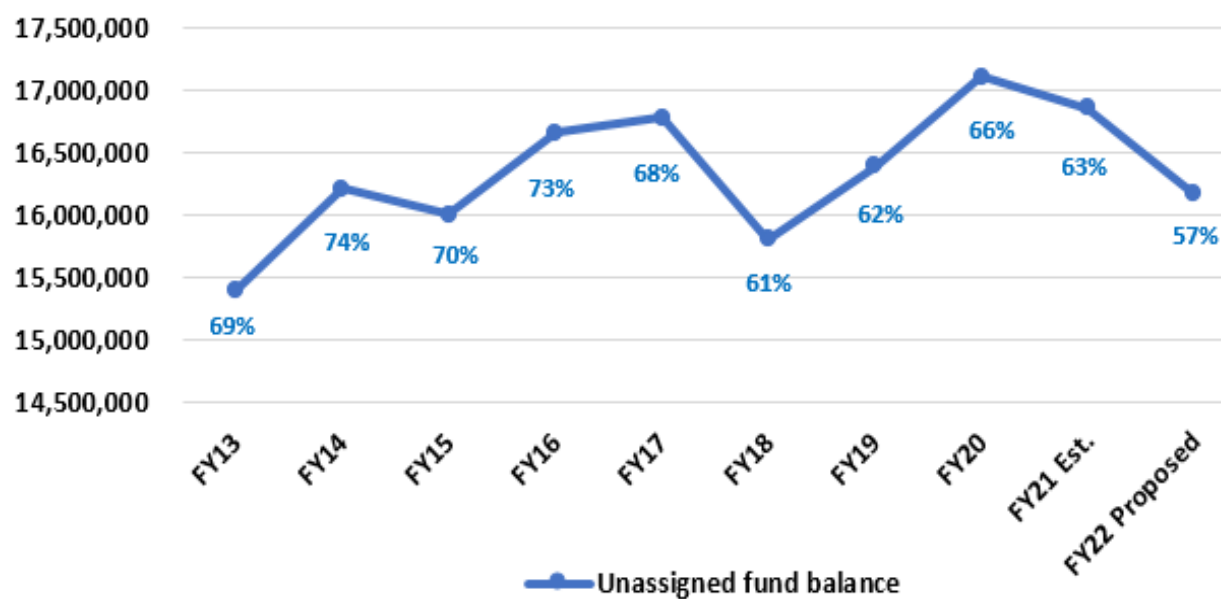
Capital equipment —

Unassigned 17,105,672

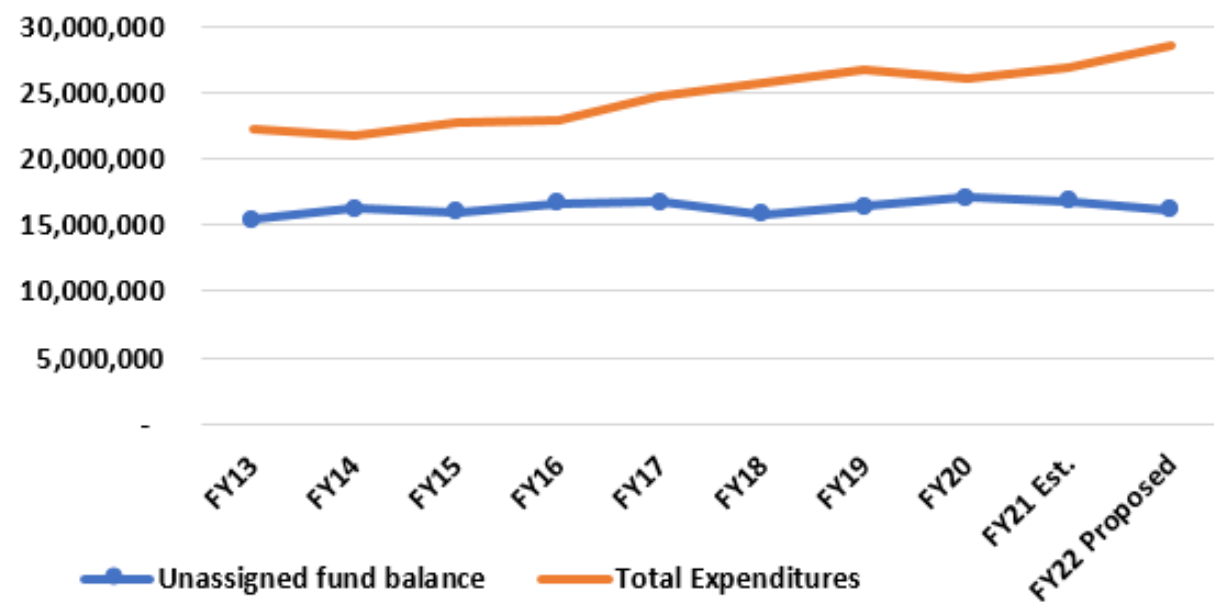
**Total Fund Balances 18,801,733**

# General Fund Balance (Reserves)

General Fund Unassigned Fund Balance



General Fund Unassigned Fund Balance



# General Fund Balance Projection (Total Fund Balance)

## General Fund Projections

	2021 Estimated	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Beginning Fund Balance</b>	<b>\$18,801,735</b>	<b>\$18,538,438</b>	<b>\$17,780,385</b>	<b>\$15,452,774</b>	<b>\$12,731,285</b>	<b>\$9,400,721</b>
Anticipated Surplus (Deficit)	(\$263,297)	(\$758,053)	(\$2,327,611)	(\$2,721,489)	(\$3,330,564)	(\$4,076,827)
<b>Ending Fund Balance</b>	<b>\$18,538,438</b>	<b>\$17,780,385</b>	<b>\$15,452,774</b>	<b>\$12,731,285</b>	<b>\$9,400,721</b>	<b>\$5,323,893</b>
<b>Fund Balance as % of Expenditures</b>	69%	62%	52%	42%	30%	16%

# Example Fund Balance Policies

Fund Balance Policies - General Fund			
City	Min. %	Target %	Actual %
Ballwin	25	25	58
<b>Clayton</b>	<b>25</b>	<b>33</b>	<b>63</b>
Maplewood	25		65
Richmond Heights	25	33	56
Creve Coeur	33		94
Des Peres	40	40-60	86.3
Crestwood	45		61
Brentwood	50		58
Olivette	50	75	87
Average			69

# Questions and Discussion

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Should the City consider an adjustment to the fund balance policy?